

ANSWER THE CALL

START A CAREER IN THE BUFFALO POLICE DEPT.



BYRON W. BROWN
Mayor of Buffalo

BUFFALO POLICE OFFICER EXAM

FINAL FILING DATE: WEDNESDAY, MAY 22, 2019

EXAM DATE: SATURDAY, JUNE 29, 2019



BYRON C. LOCKWOOD
Commissioner

POLICE OFFICER #1220019

BUFFALO POLICE OFFICER EXAM

FINAL FILING DATE: Wednesday, May 22, 2019
EXAM DATE: Saturday, June 29, 2019



BYRON W. BROWN
Mayor of Buffalo



BYRON C. LOCKWOOD
Commissioner

SALARY

\$46,628 - \$77,713
Reporting time pay
Night Shift Pay
Uniform Allowance

BENEFITS

Health, Dental and Optical Coverage
Vacation/Sick Pay
Retirement Plan
Continued Education Stipend

***A FEE OF \$25.00 IS REQUIRED FOR THIS EXAMINATION. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FEE OR WAIVER.**

The required fee must accompany your application. **As no refunds will be made**, you are urged to compare your qualifications carefully with the requirements listed on the announcement. **Only cash, money orders or personal checks will be accepted.**

For on-line filing, you must submit your application with a charge or debit form of payment.

FEE WAIVER

Exceptions to the filing fee will be made for the following reasons:

- Candidates currently unemployed **and** able to verify receipt of benefits
- Eligible for Medicaid
- Receiving Supplemental Security Income (SSI) payment
- Receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance)
- Certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency
- A member of a union eligible for waiver through the contract

IF USING A FEE WAIVER, YOU MAY NOT APPLY ONLINE. FEE WAIVERS MUST BE OBTAINED FROM THE CIVIL SERVICE OFFICE, ROOM 1001 CITY HALL, AND MUST BE SUBMITTED AT THE TIME OF FILING THE APPLICATION, ALONG WITH PICTURE IDENTIFICATION AND VERIFICATION OF THE ABOVE. ALL FEE WAIVERS WILL BE VERIFIED.

**Application Deadline – Wednesday
May 22, 2019**

**Examination Date – Saturday
June 29, 2019**
(Posted: 2/15/2019)

(Additional information available by visiting www.buffalony.gov, or go to Room 1001 City Hall, or call 716-851-9614.)

POLICE OFFICER – NO. 1220019

FEE: \$25.00

RESIDENCY REQUIREMENTS

Applicants must be citizens of the United States. An applicant for competitive examination for the City of Buffalo Police Department in the City of Buffalo must reside and be domiciled within the corporate limits of the City of Buffalo at least ninety (90) days prior to the date of the examination.

PRESUMPTION

Applicants will be required to provide clear and convincing evidence that they have been domiciled and have had continuous residency within the City of Buffalo for ninety (90) days prior to the date of the examination.

IMPORTANT NOTICE

Please note the Residency Requirement applies to applicants taking an open competitive examination for the position of Police Officer. Specifically, open competitive examination is distinguished from an appointment as described in the Local Civil Service Rule 10. An appointment in the context of the residency requirement is for Civil Service positions that do not require a competitive examination. This does not apply to Police Officer applicants.

CITY OF BUFFALO AND POLICE BENEVOLENT ASSOCIATION COLLECTIVE BARGAINING RESIDENCY PROVISION

All members hired after ratification of the current PBA collective bargaining agreement, shall be domiciled residents of the City of Buffalo at the time of hire and shall remain so domiciled for seven (7) years. This provision of the collective bargaining agreement is subject to change.

APPLICATIONS

- Applications may be obtained on the examination website www.buffalony.gov; in Room 1001 City Hall; or by sending a self-addressed stamped envelope to the Department of Human Resources, Civil Service Division, 65 Niagara Square, Room 1001 City Hall, Buffalo, NY 14202.
- When submitting your application, please be certain that the application is complete and all required information is included.
- **The application fee must accompany your application, regardless of the method of filing.** No applications will be accepted without payment. A fee waiver must be submitted with your application, in person to the Division of Civil Service, Room 1001 City Hall, with photo identification and verification of proof.
- **Applications must be filed within the filing period.** (The Commissioner of Human Resources reserves the right to accept an application subsequent to the filing period but prior to the date of the exam, for an adequate reason.)
- An **admittance notice** to report to the exam will be mailed to you approximately one week prior to the exam date. Call the Civil Service office at (716) 851-9614 if you have **not received** your notice **three (3) days** before the exam date.

MINIMUM QUALIFICATIONS

High School Diploma, GED or Equivalency Diploma.

SPECIAL REQUIREMENTS

Age

Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a Police Officer begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to six years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement. **Proof of age must be presented at time of appointment.**

License

Applicants must possess and present a current and valid New York State Driver's License at time of appointment. This license must be maintained during employment.

SUBJECT OF EXAMINATION - Written Test.....Relative Weight (to be determined at a later date)

All other components, **Physical Fitness, Drug Screening, Polygraph, Background Investigation/Fingerprinting, Oral Interview, Psychological, and Medical Examination** are **qualifying** and will be administered prior to appointment. **Candidates must pass the written exam to be called for these components.**

In addition to passing the written exam, candidates must pass these qualifying components to be considered for appointment.

PHYSICAL FITNESS TEST

Candidates successful on the written exam will be required to pass a **Physical Fitness Test** prior to appointment. All candidates should be prepared to participate in the physical fitness test at **any time** after the written results have been received. Further information will be given at the time of processing for appointment. Candidates must be successful on each element of the physical fitness test. The Municipal Police Training Council of the State of New York has set the requirements for this test. The marking procedure for this test has also been set by this body.

The Physical Fitness Test will consist of the following:

- 1) Sit-up test (muscular endurance – core body)
- 2) Push-up test (muscular endurance – upper body)
- 3) 1.5 mile run (cardiovascular capacity)

Police Officer – NO. 1220019 (cont'd.)

MEDICAL/PHYSICAL REQUIREMENTS

All candidates are subject to a drug screening prior to any conditional offer of employment. All candidates must pass a medical examination and psychological examination in order to determine whether the candidates are physically, emotionally, and psychologically competent to perform the essential job functions of a police officer in the Buffalo Police Department, and successfully pass all examinations in order to be considered for an offer of employment.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Responds to, investigates and takes appropriate actions for a variety of hazardous/dangerous situations; Patrols an assigned area/district on foot, motorcycle or in a car; -inspects doors and windows of unoccupied businesses and residential property; Responds to calls from the Police Dispatcher and takes proper action; -identifies and protects evidence at crime scene; -arrests suspects at crime scene; -has prisoners booked on charges and escorts them to jail or court; -photographs and fingerprints prisoners as required; Investigates suspicious activities and makes arrests for violations of Federal, State and local laws and ordinances; Responds to vehicular accidents; -inspects vehicles involved; -interviews witnesses at scene; -diagrams accident scene; -identifies individuals involved in accident; Investigates cases of wanted and missing persons, juveniles, neglected, abused or delinquent children and stolen cars and property; -interviews families, neighbors, schools and social agencies to gather information concerning said cases; Directs traffic; -issues traffic and speeding summons for V & T violations; -tags cars for parking violations; Locates and arrests persons for whom warrants or court orders have been issued; Attends court proceedings and presents evidence in connection with cases investigated; Provides direction and information to the public; Maintains crowd control at parades and public gatherings; Maintains records and reports of investigations; Performs related work as required.

Appointment to the Position of Police Officer

Appointments to the position of Police Officer shall not be permanent unless and until the individual has satisfied such requirements pursuant to Article 19-f of the Executive Law relative to satisfactory completion of a prescribed course of instruction. Any appointments shall be subject to a probationary period of not less than 18 months. If the conduct or performance of a probationer is not satisfactory, his/her employment may be terminated at any time after the completion of the minimum period of service and on or before completion of the maximum period of service.

Criminal Record

Conviction for all crimes and offenses are subject to evaluation during background investigation and may bar certification for appointment as per Civil Service Rules, Rule 11 4C and NYS Law. Candidates will be responsible for a ten dollar (\$10) police check fee, and for any additional fees associated with criminal charge dispositions. Candidates are responsible for obtaining and submitting dispositions to the Division of Civil Service, Room 1001 City Hall.

Military Status

Active duty military personnel may file an application for this exam. A military make-up exam will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Active duty personnel who missed the application deadline shall also be provided an opportunity to participate in a military make-up exam. Such military service must have been on a full-time active duty basis, other than for training purposes. Special conditions apply to these requests and guidelines may be obtained from the Civil Service office. Active duty military applicants must notify this office within 90 days of separation from military duty.

Eligible List

The term of the current eligible list is one year from the date of adoption and may be extended three additional years. In accordance with New York State Civil Service Law, the eligible list in existence for the position of Police Officer will expire with the adoption of the eligible list resulting from this examination, if this eligible list is adopted prior to the expiration date of the current eligible list.

Veteran Point Credits

Candidates requesting veteran point credits must present a copy of their DD-214 military discharge form (DD-214) **at time of application**. If you are currently serving on active duty in the Armed Forces of the United States, you may still apply for veteran's credits, however these veteran's credits shall be granted on a temporary basis at time of establishment of the eligible list until such time that you are discharged from the military. You will be restricted from being hired from a certified list using these credits until such time that you have received an honorable discharge or release under honorable conditions, as indicated on your DD-214. Your **DD-214** must be presented as proof of service during a time of war, as defined in Section 85 of New York State Military Law, before you can be certified for appointment from the eligible list using these credits.

Additional Points Available to Children of Police Officers and Firefighters Killed in the Line of Duty (New Section 85-a, NYS Civil Service Law, effective 9/17/02) On September 17, 2002, Governor Pataki signed into law a bill adding a new section 85-a to the Civil Service Law granting additional credit on Civil Service examinations for children of Firefighters and Police Officers killed in the line of duty. This law is to take effect immediately. "In conformance with Section 85-a of the Civil Service Law, children of Firefighters and Police Officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established." Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent. **Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.**

Additional points available to siblings of Firefighters and Police Officers killed in the line of duty as the result of the September 11, 2001 World Trade Center Attack (Chapter 500, Laws of New York 2003). For more information, check with the Department of Human Resources, Civil Service office. **Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent.**

Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.

SATURDAY RELIGIOUS OBSERVER – PERSONS WITH DISABILITIES

If special arrangements for testing are required, please file a supplemental form with your application. These forms can be obtained at Room 1001 City Hall upon request. In accordance with State Law and Section 504 of the Federal Rehabilitation Act of 1973, as amended, the City of Buffalo does not discriminate against persons with disabilities in access to employment, during employment, or in any of its programs and activities.



Buffalo Police Department Applicant,

You may use the coupon code, **BuffaloPD2019**, to obtain the **Buffalo Police Department Entry-Level Study Guide** at no cost.

This link will bring you directly to the study guide:

<https://iosolutions.com/product/buffalo-police-department-entry-level-exam-candidate-study-guide-online/>.

Add the study guide to your cart, click 'Checkout' and you will be prompted to enter the coupon code listed above. Click 'Apply Coupon'.

If you have any questions or issues accessing your studying material, please contact IOS Customer Service at info@iosolutions.com or 800.343.HIRE.

GOOD LUCK!

IOS Customer Service Team

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